



To: All HOPWA Project Sponsors
From: Lisa Coffman, HOPWA Coordinator
Date: November 15, 2002

Notice: HOPWA 02-04

Re: Income Verification on all Household Members

Effective December 1, 2002 HOPWA project sponsors are required to verify the income of **all** household members. This policy is applicable to all new applications and recertifications processed on and after December 1, 2002.

We do not have to include *earned* income of children under the age of 18. However, if the child is receiving social security or some other entitlement benefit, that income must be included in the household income calculation.

If there are household members, over the age of 18, with zero income they are required to sign a verification of no income.

If you have any questions or concerns regarding the information in this memo, please contact Lisa Coffman at (317) 233-1814 or (800) 872-0371 or via e-mail at lcoffman@ihfa.state.in.us.

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